



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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HEALTH OFFICER MEMORANDUM

DATE: September 13, 2013 **HO Memo #13-030**

TO: Health Officers
Communicable Disease Directors
Communicable Disease Staff
Environmental Health Directors
Nursing Directors
Immunization Coordinators

FROM: Robin Decker, BSN, RN
Center for Immunization
Office of Infectious Disease Epidemiology and Outbreak Response

THROUGH: David Blythe, MD, MPH
Assistant Director/State Epidemiologist
Office of Infectious Disease Epidemiology and Outbreak Response

RE: **Education/Training for LHD Billing for Immunization Services**

In 2011 the DHMH Center for Immunization received a grant from CDC to assess Maryland's local health departments' (LHD) level of readiness to implement billing for immunization services. SHR Associates, Inc. (SHR) was awarded funding to perform the assessments, issue recommendations, and educate/train LHD staff on how to successfully implement billing processes. All LHDs participated in the assessments and LHD-specific reports have been finalized and distributed to Health Officers.

201 W. Preston Street, Baltimore, Maryland 21201
410-767-6742 Fax 410-333-5995
Toll Free 1-877-4MD-DHMH TTY for Disabled
Maryland Relay Service 1-800-735-2258

500 N. Calvert Street, 5th Fl, Baltimore, Maryland 21202
410-767-5227 • Fax 410-333-6333 • TDD for Disabled 410-333-4800
Toll Free 1-800-358-9001 • TTY for Disabled
Maryland Relay Service 1-800-735-2258

Web Site: <http://phpa.dhmh.maryland.gov/SitePages/phpa.aspx>

The goal of the billing project is to help LHDs establish infrastructure and support staff development necessary to carry out billing and fee collection processes on or before January 1, 2014. The formal billing training process has begun. SHR has developed educational modules and the following webinars to assist with the education and training of LHD staff responsible for immunization billing.

- Coding and Billing for Influenza Immunizations – done on Friday, September 6, 2013 and available for viewing at <https://attendee.gotowebinar.com/recording/989821402144570880>
- Immunization Coding and Billing Basics - will cover coding for vaccines and vaccine administration, front end operations and charge capture and billing - Thursday, September 26, 2013, 10 a.m. – 12 p.m.
- Insurance Carrier Basics and Revenue Cycle/Billing Management -- will cover information about 3rd Party payers including Medicare, Medicaid, Commercial Insurance Plans and Managed Care Organizations in addition to revenue cycle management – back end processes, reconciliation, claims, Accounts Receivable follow up, etc. - Thursday, October 10, 2013, 10 a.m. – 12 p.m.

You will receive information about connecting to upcoming webinars via email. In addition, immunization billing related documents, links and FAQs will be posted on the Center for Immunization website. The content of these documents, particularly the “Guidance for Reporting Immunization Services to Third Party Payers (Billing Guidance)”, supersedes all previous immunization billing related correspondence.

To provide further individualized billing support SHR will be available until December 31, 2013 to address your specific concerns and questions. Please email SHR at cperkey@shrassociatesinc.com to receive SHR technical assistance and include your name, county and telephone number. Contact me at robin.decker@maryland.gov, 410-767-6262 if I can be of any assistance.

cc: S. Adams
C. Aldridge
D. Blythe
S. Cain
D. Gugel
L. Herrera
I. Marrazzo
D. McGruder
C. Mitchell
K. Sage
D. Shell
M. Spencer
R. Stringer
R. Thompson

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